

Position Title:	Deputy Director, Center for Family Health
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Department:	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH
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Final Filing Date:	Friday, January 31, 2014
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Bulletin ID:	11262013_2
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The Above-Named Examination Bulletin is Amended as Follows:

****Pending CalHR review and approval a higher salary may be considered.****



CALIFORNIA DEPARTMENT OF PUBLIC HEALTH CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA DEPARTMENT OF PUBLIC HEALTH	RELEASE DATE:	Wednesday, November 27, 2013
POSITION TITLE:	Deputy Director, Center for Family Health	FINAL FILING DATE:	Friday, January 3, 2014
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	Friday, January 31, 2014
SALARY RANGE:	\$ 8,594.00 - \$10,237.00 / Month	BULLETIN ID:	11262013_2

POSITION DESCRIPTION

Under the administrative direction of the Directorate, the Deputy Director provides leadership and policy guidance on a wide range of public health and maternal, child, and adolescent health issues with a vision of improving health and/or birth outcomes and reducing health disparities. The Deputy Director directs the Center for Family Health (CFH) including three complex divisions comprised of diverse staff responsible to provide family health related public health programs statewide. The incumbent works in close collaboration with the Department's executive team, other state departments, and representatives of the Federal Government, the Legislature, local public health agencies, and other related stakeholders.

The Deputy Director oversees the division's operations within the CFH and ensures program compliance with Departmental policies and procedures. The Deputy Director will actively recommend and develop needed public health programs and services and will participate as a member of the executive management team. The Deputy Director represents the Department in a variety of forums and strives to further our goal to eliminate and reduce public health disparities.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to

program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

- Demonstrated administrative experience, which includes participation in the formulation, operation and evaluation of program, fiscal, and personnel management policies.
- Knowledge of the interrelationships of federal and state public health programs, including funding and program development.
- Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch, principles, and trends of public administration, organization and management.
- Demonstrated ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff as well as to analyze administrative policies, organization, procedures and practices.
- Experience in establishing effective working relationships with the public, stakeholders and representatives of all levels of government.
- Ability to identify and analyze significant issues impacting state-wide family health related public health programs, recommend and develop solutions impacting issue resolution.

DESIRABLE CHARACTERISTICS

Creativity and Innovation – Applies new ways of thinking. Has the ability to solve problems, create new ideas, and develop new approaches to achieve the Department's mission.

Vision - Understands the context and mission of the Department both internal and external. Has an awareness of the Department's critical issues, anticipates and influences the future. Has the ability to organize for success; understands how to facilitate functional needs and structure to achieve strategic plans.

Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles and the flexibility to balance between literal adherence to rules and the use of policy as a guide. Has the ability to make decisions and be accountable for those decisions.

Teamwork - Cooperates to achieve the Department's mission, goals, and values and encourages diversity of opinions. Has the ability to enhance his/her own ability and the ability of others to contribute.

Communication – Has a clear expression of ideas, thoughts and expectations and is an active and empathic listener. Understands that people process information differently; takes initiative to build relationships; understands cultural differences.

Staff Development - Recognizes that people are the Department's most valuable resource. Can identify and define needs of the Department, attract appropriate candidates, evaluate, and select the most qualified. Takes the time to develop and encourage staff to achieve their true potential.

In addition, to best serve both our internal and external customers, it is important that our management team understands and is sensitive to the diversity of the people we serve. The

composition of our management team should also reflect diversity.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Deputy Director, Center for Family Health**, with the **CALIFORNIA DEPARTMENT OF PUBLIC HEALTH**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

This examination process will consist of a Supplemental Application. Applicants are required to respond to all five supplemental items that follow. These supplemental items are designed to identify job achievement in specific areas that demonstrate ability to successfully perform at the CEA B level. Responses to the supplemental items will be assessed based on pre-determined job-related rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of pertinent experience and education over and above that required under the minimum qualifications.

Each applicant for this examination must complete and submit his/her responses to all five supplemental items that follow. Supplemental responses and your application must be postmarked, personally delivered, or received via interoffice mail by the final filing date. Applications received without responses to the supplemental items will be rejected.

When responding to the supplemental items, applicants must follow these guidelines:

- Your responses must be typewritten or generated by word processing on 8 1/2" x 11" paper, using no smaller than a 12 point font.
- Your responses must be limited to one page per item.
- Identify each page with your full name.
- Make sure your responses are complete, specific, clear, and concise.
- Answer each numbered item separately indicating the corresponding item number for each response.

SUPPLEMENTAL APPLICATION ITEMS:

1. Describe your leadership ability including techniques of organizing and motivating others, and your ability to deal effectively with high level administrators and public health officials within state agencies, the Federal Government, legislative offices, local governments, and local community public health agencies.
2. Describe your experience in managing the operations of several complex and diverse public health programs, including setting priorities, directing the work of multidisciplinary professional and administrative staff, and managing a large budget.
3. Describe your experience with the legislative and budgetary control agencies and other governmental entities.
4. Describe your experience in developing and implementing a program vision to others and effectively establish working relationships with executives, managers and staff with diverse program

areas and educational backgrounds.

5. Discuss evidence of your excellent judgment, interpersonal skills, political sensitivity and a demonstrated commitment to diversity and cultural competency.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- Responses to the Supplemental Items listed above.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH, Human Resources Branch
P.O. Box 997378 M.S. 1701-1702, Sacramento, CA 95899-7378
Patti Landaker | (916) 552-9369 | Patti.Landaker@cdph.ca.gov

ADDITIONAL INFORMATION

Application packages may also be hand-delivered to: Department of Public Health, Human Resources Branch, 1501 Capitol Avenue, Suite 71.1501, Sacramento CA.

Questions regarding the examination process should be directed to Patti Landaker at Patti.Landaker@cdph.ca.gov or at (916) 552-9369.

Application packages postmarked, personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date, will not be accepted.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF PUBLIC HEALTH reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)